



THE CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING (POST)

IS SEEKING
A NEW
EXECUTIVE
DIRECTOR



UNIQUE OPPORTUNITY

The California Commission on Peace Officer Standards and Training (POST) is seeking an innovative, progressive, and

politically savvy professional to become the

new Executive Director. This vacancy

exists due to the retirement of a long-

tenured state employee. Reporting

to a 15-member commission, the

Executive Director provides overall

guidance, direction, and management for POST,

which is responsible for setting minimum selection and

training standards for California law enforcement.





THE SACRAMENTO AREA

The Sacramento area is one of the fastest growing regions in the country. The metropolitan area consisting of Sacramento and parts of Yolo, Placer, El Dorado, Sutter, and Yuba Counties has a population of approximately 2 million, with over 465,000 residing within the Sacramento city limits.

Sacramento has been called a snapshot of Wild West history in a modern, world-class city. Peacefully located in a leafy valley of scenic rivers and canopies of trees, today's Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, and a vibrant arts scene. Annual events held in California's Capital include the Jazz Jubilee, California State Fair, California International Marathon, Summerfest, Festival de la Familia, Pacific Rim Streetfest, Mardi Gras, Juneteenth Celebration, Bridge to Bridge Waterfront Festival, Pan Pacific Masters Games, Gold Rush Days, Grape Escape, Salmon Festival, New Year's Eve Sky Concert, and Holiday of Lights.

Many factors contribute to the economic success of the region. A principal reason that Sacramento has retained its attractiveness is that it offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries. The current median home price in the five-county region is \$365,000.

For sports fans, Sacramento boasts the very exciting *Sacramento Kings* NBA basketball team, the 2005 WNBA Champion *Sacramento Monarchs*, and the *Sacramento River Cats* Triple-A baseball team. Historic *Old Sacramento*, the *State Railroad Museum*, *Crocker Art Museum*, *Governor's Mansion*, *Sacramento Zoo*, *Sutter's Fort*, *Music Circus*, *Sacramento Convention Center*, *Golden State Museum* and the *State Capitol Building* are other attractions located in the region.

POST's Mission:

To continually enhance the professionalism of California law enforcement in serving its communities.

POST

The California Commission on Peace Officer Standards and Training was established by the State Legislature in 1959 to set minimum selection and training standards for California law enforcement. The Governor appoints 14 of the commissioners who serve three-year overlapping terms. The Attorney General is an ex-officio member and serves as the 15th POST Commissioner.

POST funding comes from the Peace Officer Training Fund (POTF). The POTF receives monies from the State Penalty Assessment Fund, which in turn receives monies from penalty assessments on criminal and traffic fines. Therefore, the POST program is funded primarily by persons who violate the laws that peace officers are trained to enforce. No tax dollars are used to fund the POST program.

The POST program is voluntary and incentive-based. Participating agencies agree to abide by the standards established by POST. The more than 600 agencies in the POST program are eligible to receive the Commission's services and benefits, such as job-related assessment tools, research into improved officer selection standards, management counseling services, the development of new training courses, reimbursement for training, and quality leadership training programs. POST also awards professional certificates to recognize peace officer achievement and proficiency.

The POST Commission meets quarterly to establish standards and regulations and to give direction to POST staff. POST Commissioners serve without pay but are reimbursed for their expenses for attending meetings. All Commission meetings are open to the public and advance notice of meeting dates is published on the POST web site.

THE EXECUTIVE DIRECTOR

The Executive Director is appointed by the 15-member Commission on Peace Officer Standards and Training and serves at the pleasure of the Commission. As the principal staff officer of the Commission, the Executive Director is delegated full responsibility and authority for the routine internal management of the organization. Major policy guidance and budget approval is provided by the Commission; however, the Director exercises a high level of initiative and makes independent decisions.

This position carries extensive external liaison requirements. As such, the Executive Director is required to maintain liaison contact with a number of key stakeholders including the Legislature, Governor's Office, Attorney General, numerous professional groups, and a number of high-ranking state and local officials.

The Executive Director oversees a staff of 121 full-time and 8 part-time employees and manages an operating budget of \$62 million. Members of the Director's Executive Office include: Assistant Executive Director for the Administrative Division, Assistant Executive Director for the Field Services Division, Assistant Executive Director for the Standards and Development Division, Senior Law Enforcement Consultant for Public Information/Legislative Compliance, an Administrative Assistant, and an Executive Secretary.

This position requires an individual who possesses a base of experience and training allowing demonstration of attainment of the highest level of skills and knowledge in:

- Strategic planning
- Administration of law enforcement training programs
- Budget procedures and fiscal controls
- Modern principles of organization and management

POST's Vision:

To be the leading organization in establishing professional standards, assuring top-quality training, and providing effective services to develop and support the world's finest peace officers and law enforcement organizations.

- Transition management
- Personnel management and supervision
- Planning and directing the work of others

Additionally, the Director should be able to demonstrate thorough knowledge and understanding in the areas of:

- Contemporary issues in the criminal justice field
- Current problems and issues facing the California law enforcement community
- College and university programs affecting law enforcement training and education

CURRENT ISSUES AND PRIORITIES

Among the current issues and priorities facing the Commission on Peace Officer Standards and Training that will require leadership from the Executive Director are:

Strategic Planning – As today's society heads into the 21st century, delivering quality law enforcement services is becoming an increasingly more difficult challenge. The new Executive Director will be tasked with assisting the Commission in planning for the future; seeking creative ways to improve the operating efficiencies of the POST organization while helping the Commission develop a vision for the future of POST and law enforcement standards and practices in California. As such, the new Executive Director must be well-versed in strategic planning and visioning, with the proven abilities to not only assist a governing body in establishing that vision, but possessing the requisite leadership skills to guide an organization in implementing that vision.



Stakeholder Relations – POST serves over 600 participating agencies, including local and state law enforcement agencies, educational institutions, and criminal justice organizations, among others. It is paramount for the new Executive Director to have an appreciation and sensitivity for the diversity of clients POST serves and to actively engage these stakeholders.

Budget – While POST remains a fiscally strong organization, with the escalating costs of doing business comes the need to continually evaluate funding sources and seek ways to supplement revenue, thus allowing POST to continue providing exceptional services to its member agencies. The new Director will be expected to develop and maintain the necessary relationships to maintain the fiscal health of POST.

***For further information about POST,
see its website at: www.post.ca.gov***

THE IDEAL CANDIDATE

The ideal candidate is a highly motivated and creative leader who brings a breadth of experience in executive management and a depth of knowledge in law enforcement policies and practices.

The successful candidate will be a seasoned executive who possesses a management philosophy of trust and control – seeking to both empower staff while also holding staff accountable. Candidates should have a working knowledge of law enforcement policies and practices, law enforcement training, the criminal justice system, along with substantial strategic planning and budget management experience. Ideal candidates must possess excellent interpersonal and communication skills, a high level of political astuteness, and unquestionable integrity. Candidates who are flexible, patient, bring a collaborative spirit and a creative vision for the future of best practices in law enforcement are highly desirable. Candidates should possess the strategic understanding, relationship skills, and political astuteness to implement the Commission's vision. As such, successful candidates must demonstrate a history of strategic planning experience and working closely with a board, commission, or council.

The ideal candidate will be creative and visionary – capable of assessing the current organization and providing the direction and the tools to move the organization forward. This will require a mix of “big picture perspective” combined with a focus on the day-to-day operations of the organization. Knowledge/appreciation for the benefits of information technology will be favorably considered.

Specific qualifications are as follows:

Education and Experience

A Bachelor's degree in a relevant field and significant executive management experience are required; a Master's degree and relevant professional certifications (i.e., POST Command College or equivalent training) are highly desirable.

Competencies and Personal Characteristics

In addition to the above, the ideal candidate will:

- Work effectively with a variety of agencies and individuals representing a broad range of interests and issues in law enforcement best standards and practices
- Be an able problem-solver and team-builder
- Be a strong and decisive leader, who knows when to act
- Possess a strong customer service orientation



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter, including current salary and the names of three, work-related references (who will **not** be contacted in the early stages of the recruitment). Resumes should reflect years **and** months of positions held, as well as the size of staff and budgets you have managed. Forward your materials to:



Stuart Satow
CPS EXECUTIVE SEARCH

241 Lathrop Way
Sacramento, CA 95815
Tel: 916 / 263-1401
Fax: 916 / 561-7205

Email: resumes@cps.ca.gov
CPS web site: www.cps.ca.gov/search

The filing date for this position is Friday, July 20, 2007.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in late July. POST will invite a select group of candidates to participate in interviews in Sacramento on September 6th. An offer of appointment is anticipated by late September following full reference and background checks.

COMPENSATION AND BENEFITS

The current annual salary range for the Executive Director is **\$113,208 - \$122,424**. The appointee will be offered a specific salary from within this range based on his/her qualifications. (The current salary range is being reviewed, and a request has been made to increase this range in the near future). As an employee of the State of California, the Executive Director also receives a comprehensive benefit plan including, but not limited to:

Retirement

California Public Employees' Retirement System (PERS) 2% @ 55 Plan; employee contribution required.

Insurance

Health, dental, vision, and life insurance programs provided. Employee contributions may be required depending on programs selected.

Leave Allowance

- 33 vacation days annually
- 13 holidays observed

Professional Development

\$2,500 annually

Vehicle

Use of a State of California vehicle for the Executive Director

Additional information about benefits available can be viewed at http://www.dpa.ca.gov/jobinfo/ex_cea.shtm

